



# TOWN OF LOOMIS

6140 Horseshoe Bar Road, Suite K

Loomis, CA 95650

916.652.1840 Fax: 916.652.1847

## Grading Permit Submittal Requirements

Have the site address, assessor's parcel number, owner's name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number at the time of grading permit application.

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- Grading Permit Application (filled out at the time of submittal).
- Two (2) or more complete sets of plans, as determined by the director of public works. A complete set includes an 8 ½" x 11" site plan showing all existing buildings and square footage, proposed projects, acreage of the site, all oak trees with a diameter of six or more inches as measured fifty-four inches above the ground (show drip lines), all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground (show drip lines), rock outcroppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain/swales/drainage ditches/wetlands if applicable.
- Prior to the issuance of a grading permit, the applicant must furnish finalized minor, rough or finished grading plans. When the finalized grading plans and other required documents (such as final conditions of approval, studies, reports, estimates, etc...) have been approved and the fees paid, a grading permit will be issued by the director of public works. The work shall be done in strict compliance with the approved plans and specifications which shall not be changed or altered except in accordance with the provisions of this article. (Ord. 210 § 11, 2004; Ord. 55 § 1.12, 1987)
- Environmental Health approval (if applicable) for septic and well. Ph. # 530.745.2300
- Encroachment Permit if encroaching on Town right-of-way. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.
- All oak tree with a diameter of six or more inches as measured fifty-four inches above the ground and all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground must be fenced prior to grading. Prior to the start of grading, an official from the Town will need to verify that fencing is up around all protected trees. When ready for fencing inspection, call 916.652.1840. Zoning Ordinance 13.54.050
- Tree Removal Permit (\$50.00 application fee) if applicable, with arborist report.

**NOTE:** Per Loomis Municipal Code, Title 5, all contractors are required to obtain a business license with the Town of Loomis.